

# **Coast Community College District ADMINISTRATIVE PROCEDURE**

## **Chapter 3 General Institution**

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### **AP 3420 Equal Employment Opportunity**

#### **References:**

Education Code Sections 87100 et seq.;  
Title 5 Sections 53000 et seq. and 59300 et seq.

The Equal Employment Opportunity (“EEO”) Plan is a District-wide, written plan that implements the District’s EEO Program, including definitions contained in Title 5 of the California Code of Regulations at Section 53001, and that complies with all applicable legal requirements as listed in Title 5. The District’s EEO Plan will be developed in collaboration with the District’s EEO Advisory Committee (“EEOAC”) from the Model EEO Plan as provided by the State Chancellor’s Office, given local modifications based on legal recommendations from the District Legal Counsel. The Board will oversee the Chancellor’s responsibility to ensure that the EEO Plan shall be developed in collaboration with District’s EEOAC and that the EEO Plan will be reviewed and adopted at a regular meeting of the Board where it is agendized as a separate action, and not part of the consent agenda. The EEO Plan shall cover a period of three years, after which a new or revised EEO Plan shall be adopted.

The EEO Plan and any subsequent revisions shall be submitted to the State Chancellor’s Office for review and approval at least 90 days prior to its adoption, Comments received from the State Chancellor’s Office on the proposed EEO Plan shall be presented to the Board prior to its adoption. The Vice Chancellor of Human Resources shall have the responsibility and authority for implementing the EEO Plan and assuring compliance with the requirements of this Procedure.

The District shall annually review the EEO Plan and assess progress towards meeting EEO program goals at a regular meeting of the Board. In the event that the District has not met the goals set forth in the EEO Plan, the District shall adopt a revised EEO Plan that specifies the efforts that it will employ to meet those goals.

The EEO Plan will include, but is not limited to, the following elements:

- Specific pre-hiring, hiring, and post-hiring EEO strategies that the District intends to implement each year.
- A schedule identifying the timetables for implementation of the identified EEO strategies.

- Identification of the District EEO Officer with delegated responsibility and authority for implementing the EEO Plan and ensuring compliance with applicable regulations.
- A process for the Vice Chancellor of Human Resources to notify all District employees of the provisions of the EEO Plan and the EEO Policy.
- A process to ensure that all District employees participating in the employee screening or selection process receive appropriate training on the requirements of applicable Title 5 regulations and of state and federal nondiscrimination laws, prior to their participation. The training shall be conducted by a qualified member of the District Human Resources staff or designee.
- A process for providing annual notification to appropriate community-based and professional organizations concerning the EEO Plan and the need for assistance in identifying qualified, diverse pools of employment applicants.
- A process for gathering information and for periodic, longitudinal analysis of the District's employees and applicants to determine whether additional diversification measures are required and to implement and evaluate the effectiveness of those measures. Data review shall be conducted as part of any EEO Plan renewal.

Any unlawful discrimination that is detected in the District's hiring practices should be brought to the attention of the Vice Chancellor of Human Resources. Complaints shall be filed with District Human Resources in accordance with the procedure specified in the EEO Plan. The EEO Plan shall be a public record. The District shall make a continuous good faith effort to comply with the requirements of the EEO Plan.

Ratified December 2, 2013

Ratified May 19, 2021

Ratified July 17, 2024